

STATE OF CALIFORNIA

STEVE WESTLY,  
California State Controller

STATE CONTROLLER'S OFFICE  
PERSONNEL/PAYROLL SERVICES DIVISION  
P.O. Box 942850  
Sacramento, CA 94250-5878

DATE: September 3, 2003

CALATERS LETTER #03-011

TO: All Agencies Participating in the California Automated Travel Expense Reimbursement System

FROM: NATALIE CLOHOSSEY, Project Manager  
California Automated Travel Expense Reimbursement System (CalATERS)

RE: CalATERS Reports

New Report – Rpt 35-Expenses Requiring Receipts

Effective September 3, 2003, a new report, Rpt 35-Expenses Requiring Receipts, has been added to the on-line CalATERS Production Monthly Reports. Previously, the information contained in the report was provided to you in an Excel spreadsheet via email. This report will contain information regarding TEAs "completed" during the month and be produced on the first business day of the next month. Twelve (12) versions, one year, will be available on-line.

Report Name Change – Rpt 39-Manual Travel Advance Entries

Effective September 3, 2003, the name of Rpt 39-Manual Travel Advance Entries has been changed to "Rpt 39-Daily Travel Advance Administration Entries". This change was made to more closely describe the information contained on that report. Reports created prior to September 3, 2003, will retain the original name and be located under the new name, Rpt 39-Daily Travel Advance Administration Entries.

If you have questions regarding these reports, please contact your department's CalATERS Help Desk. Thank you.